



Application # 2015- _____

Permit Issued ____/____/____

2015 Special Events/ Park Use Application

2015 SPECIAL EVENT APPLICATION

If your Event is held in a City Park: The *City of Allentown Parks & Recreation Office* must approve the reservation and any park rental/usage fees will be discussed with you at the time of reservation approval.

If your Event is Not held in a City Park: You need to contact the *City of Allentown Police Department Traffic Bureau* for an application for street and/or side walk closure. You must also complete this application.

Application Submitted ____/____/____

Check Amount \$ _____

Check # _____

Date Received ____/____/____

Received By _____

Your application, non-refundable seventy five (\$75) application fee and site map **must** be received no later than ninety (90) days prior to your event date, and may not be received earlier than January 2 of the event year. A map of the site and/or route **must** be submitted with application. **Please keep in mind that submitting an application, and deposit of non-refundable application fee is in no way to be construed as approval or confirmation of your event.** Your application will **not** be reviewed until your non-refundable application fee and site map are received.

Event Title: _____

Event Date: First Choice _____ Second Choice _____

Event Description: _____

Event Location (Include Site Name or Address): _____

Event Category (Check all that apply)

- ☐ 5K Walk/Run ☐ Concert/Performance ☐ Athletic Event ☐ Half/Full Marathon ☐ Parking Lot/Street Celebration
☐ Parade ☐ Festival/ Celebration ☐ Street Race ☐ Exhibits/ Special Attraction

☐ Other (Please Specify): _____☐ Yes ☐ No Is this an annual event? If so, how many years have you been holding the event? _____

Where did you hold your event in previous years? _____

Time

Event Start : _____ Setup Begins : _____ Event End: _____ Cleanup Ends: _____

Estimated Participants _____

Estimated Spectators _____

☐ Yes ☐ No Are admission, entry, or participation fees required? If yes, provide amounts _____☐ Yes ☐ No Are vendor or other fees required? If yes, provide detailed amounts _____☐ Yes ☐ No Are you selling merchandise? If yes, you need to contact the **City of Allentown Finance Department** and complete a **Business Registration form**.

Organization Information

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

E-mail Address: _____

☐ Yes ☐ No Is this Organization a bona fide, tax-exempt, nonprofit entity? If yes, you **must** include a copy of your IRS 501(c)(3) tax exemption letter providing proof and certifying your current tax exempt and non-profit status.



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2015 Special Events/ Park Use Application**Applicant Information**

Organization Name: _____
Applicant Name (Main Contact): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Work Phone: _____ Cell Phone: _____
E-mail Address : _____

Site Map

☐ Yes ☐ No A site plan or route map has been submitted with this application (**Required for approval of event and permit**)

☐ Yes ☐ No Are you using tents? If yes, you must indicate on site map (Permit is required for tents 400 sq ft. or larger)

Please describe your Parking Plan: _____

Medical Plan

Include location of First Aid and Medical Services in your event site map/route plan.

Please describe your medical plan and types of resources that will be at your event and the manner in which they will be managed and deployed: _____

NOTE: The City of Allentown's EMS has the **Right of First Refusal** and final authority to determine and provide your event medical services requirements.

Electricity

☐ Yes ☐ No Is electricity requested? (Electricity is limited and only available in certain locations)

What are you using electricity for? _____

☐ Yes ☐ No Have you indicated on your Site Map the location of the requested electricity?

Existing city maintained lighting and outlet circuits may not be used for event power use unless approval is obtained before the event date and time. It is suggested you supply your own power source, i.e. a generator. Electrical outlets are limited and not guaranteed to be operational. You may be billed for use of electricity if it is available for your event.

Amplified Sound

☐ Yes ☐ No Will sound amplification equipment or system be used at the event?

If yes, please describe _____

Amplified Sound will be used: **Start Time** _____ **End Time** _____

NOTE: Indicate on the Site Map the location of any stages, sound systems, and direction of the speakers

Security

The Allentown Police Department will have final approval on the security companies used for events, and the final decision in all matters involving safety and security at events.

Please describe (or attach) your security plan including crowd control, internal security or venue safety: _____

NOTE: Approval of your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff with each city department listed in this application.

Street Closures

Any required street closings must be approved and permit must be issued by the **City of Allentown Police Department Traffic Bureau**. Please note that state roads that require closure also need a permit from the Pennsylvania Department of Transportation. Along with your map, please describe your **Closure Plan and/or Route:** _____



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Food Vendors and Temporary Health License

The City of Allentown requires that all food vendors at events have a valid business license and insurance. You **must** submit a list of food vendors to the City of Allentown's Health Bureau.

☐ Yes ☐ No Does your event include food and/ or beverages?

If yes, please describe the type of food you will have available: _____

☐ Yes ☐ No Do you intend to cook food at the event?

If yes, please describe how food will be prepared, held, and served: _____

Portable Restrooms

It is recommended one (1) chemical or portable toilet for every 200 people attending the event. Federal guidelines require five (5%) percent of these facilities must be ADA accessible. If the event is especially large or lasts more than one day, the restroom will need to be serviced and additional toilet paper/consumables re-stocked, or additional units must be provided. **Porta-Johns are not permitted on grass.**

Portable Restroom Company: _____ Contact Name: _____

Work Phone _____ Cell Phone _____

Equipment Set-Up: Date: _____ Time: _____ **Equipment Pick-Up:** Date: _____ Time: _____

Recycling and Sanitation

The event organizer **must** recycle and properly dispose of waste & garbage so the area is returned to a clean condition. Failure to properly cleanup will result in additional fees and may result in a denial of future event permits. Event organizers, attendees and vendors must recycle and the event organizer is responsible to provide recycling and trash containers.

Clear Stream Containers The City of Allentown has trash and recycling Clear Stream containers that can be used for events. A security deposit may be necessary for the equipment. Any loss or damage to the containers will be billed to you after the event at replacement cost. Based on the attendance and duration of your event, dumpsters with lids may be required. The City of Allentown does not provide dumpsters for recycling and trash for special events.

Recycling and Sanitation Plan: How many of each containers are needed for your event: Trash: _____ Recycling: _____

☐ Request to use City containers

☐ Organizer will provide own containers

What will be collected from the **public**: ☐ Cans and Bottles ☐ Paper/ Cardboard Products ☐ Other _____

What will be collected from the **vendors**: ☐ Cans and Bottles ☐ Paper/ Cardboard Products ☐ Other _____

☐ Yes ☐ No Will your event be contracting for trash and recycling dumpsters?

Dumpsters for Recycling & Trash

Estimate one (1) eight yard dumpster for recycling and trash every increment of 1000 people attending the event. Food events or events creating large amounts of trash may require additional dumpsters.

Sanitation Company _____ Contact Name _____

Work Phone _____ Cell Phone _____

Equipment Set-Up: Date _____ Time _____ **Equipment Pick-Up:** Date _____ Time _____

Alcohol

Authorization and Insurance: If you plan to sell or furnish alcoholic beverages at your event you must receive authorization from the Special Events Committee **and** the State of Pennsylvania Liquor Control Board (PLCB). Liquor Liability Coverage **must** be included on your Certificate of Insurance, and submitted to the City of Allentown at least thirty (30) days prior to your event date.

☐ Yes ☐ No Does your event involve the possession, consumption, or sale of Alcoholic beverages?

If yes, please check all that apply:

☐ Beer ☐ Wine ☐ Beer and Wine ☐ Beer, Wine and Distilled Spirits ☐ Alcohol Sales ☐ Free Alcohol

Please describe your security and carding planning to ensure the safe sale of alcohol at your event: _____

NOTE: The Allentown Police Department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is served.

**Water**

☐ Yes ☐ No Are you intending to use hydrants or public water connections? If yes, please provide specific locations.

Use of hydrant or public water requires arrangement with Lehigh County Authority (LCA) for water service (610) 437-7646. The City of Allentown does not provide public water.

Insurance Requirements

Before a permit will be issued, you will need proof of General Liability Insurance or event insurance that names, as the additional insured, the "City of Allentown, its officers, employees, agents, and volunteers" impacted by your event. The Certificate of General Liability Insurance **must** be accompanied by the additional insured endorsement form or it will not be accepted. This **must** be submitted no later than thirty (30) days prior to the commencement of the event. Permits will not be issued until all insurance requirements have been received, verified and approved by the City of Allentown's Risk & Safety Manager.

Insurance coverage **must** be maintained for the duration of the event including setup and cleanup dates. The date(s) of your event **must** be stated on your insurance certificate. If your event will include alcohol, liquor liability coverage **must** be included on your Certificate of Insurance. The necessary amount of coverage required is **\$1,000,000**.

The Certificate Holder is: City of Allentown, 435 Hamilton St., Allentown, PA 18101. Please contact the City's Risk & Safety Manager with questions pertaining to the required insurance certificate.

Property Damage

Whoever violates any provision of Article 311.13 of Ordinance No. 13352, Bill No. 55-1995 or Article 951 Park Regulations, shall, upon conviction thereof, be fined no more than Six Hundred Dollars (\$600.00) and costs of prosecution, and in default of payment thereof, shall be imprisoned for not more than thirty (30) days. In the case of a permittee's violation of any provisions of this article, the individual designated upon the permit as the responsible party shall be considered the violator.

Affidavit of Application

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit application fee to: **City of Allentown, Parks & Recreation Office, 3000 Parkway Blvd., Allentown, PA 18104. Phone: 610-437-7750.**

Applications may be **faxed to 610-437-7796**, or emailed to Robert.Rhoads@allentownpa.gov; however until non-refundable application fee is received, the application will not be reviewed.

I hereby certify the foregoing statements to be true and assigns correct and agree to indemnify and hold harmless the City of Allentown, its mayor, city council, officers, agents, employees from and against any and all losses, damages, liability, claims, suits, costs and expenses whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the city shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid the city pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization to, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Allentown. I also agree, if approved, to comply with all permit conditions, including those listed in the special event planning guide and other documents provided by city representatives and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

Additional Items to be considered by Applicant

If any of the below items pertain to your event, please contact the appropriate City Department for further information and List of Fees.

Item	Bureau/Phone Number	Item	Bureau/Phone Number	Item	Bureau/Phone Number
Location Availability (Park)	Parks Dept. 610-437-7757	All Vendor (Sales)	Finance Dept. 610-437-7501	Electricity	Building Maintenance 610-437-7650
Police/Security	Police Department 610-437-7713	Barricades/Cones/No Parking Signs	Traffic Planning & Control 610-437-7735	Medical/Paramedics	EMS 610-437-7531
Food Vendors	Health Bureau 610-437-7759	Parking (Street/Public lots)	Allentown Parking Authority 610-841-9090	Insurance Certificates	Risk & Safety 610-437-7620
Recycling	Recycling & Solid Waste Bureau 610-437-8729	Street/Sidewalk Closure	Police Department 610-437-7713	Band Trailer	Parks Dept. 610-437-7757
Tent	Fire Prevention Office 610 437-7758	On-Site Parking (non-existing lots)	Parks Dept. 610-437-7750	Water	LCA 610-437-7515

Applicant Name _____

Organization _____

Signature _____ Date _____